

TITLE: Senior City Planner

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DEPARTMENT: Community DevelopmentREPORTS TO: Principal Planner or Division ManagerSUPERVISES: Does not directly supervise. May provide lead direction to department staff.DEFINITION:

Functions as a primary technical resource in a specialized planning area such as transportation, land use, housing or policy development. Senior Planners are expected to handle the most complex and highly sensitive projects with considerable independence and may serve as section leads and leads on large projects coordinating the work of consultants and professional and technical staff. May have significant responsibility on an interjurisdictional or regional basis representing the interests of the City.

DISTINGUISHING CHARACTERISTICS

The Senior Planner classification is distinguished from the Associate Planner by the greater degree of responsibility for the most complex and sensitive projects or functions, research and advanced planning studies, and/or the coordination and representation of a functional area of the planning process requiring expert technical knowledge of the specialty. The Senior Planner is distinguished from the Principal Planner by the absence of direct supervision of personnel and management responsibility for an entire planning section.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

All Planning Sections:

Prepares and presents written, oral, and visual reports to hearing bodies, committees, community groups, and private organizations to explain City policy and the impact of assigned planning and development issues on the community.

Serves as liaison for departments, citizens, and organizations regarding status, content, process, and policy issues related to the entire assigned functional planning area.

Serves as staff to citizen committees and advisory groups facilitates discussions, provides technical advice and information, drafts committee's recommendations for public hearing. Prepares agendas and maintains records of activities.

Serves as primary contact for external agencies and jurisdictions regarding assigned area; represents the City on advisory committees and other planning groups.

Coordinates planning activities with federal, state, county, and other local governmental agencies as necessary.

When functioning as a section lead; develops work plans, monitors, reviews and evaluates the work of subordinate planners providing performance input to the Principal Planner.

Performs and coordinates significant outreach activities as a major part of the policy development process or regarding other land use issues requiring citizen input as part of the planning process.

Development Planning Section:

Acting as lead planner in an assigned functional area, reviews the most complex and politically sensitive land development proposals and issues for consistency and compliance with land use policies and standards. May have lead responsibility for coordination of land use permitting functions.

Processes the most complex and controversial land use development applications complying with State Land Use Laws and local Community Development Code Standards, presides over pre-application meetings; determines completeness of the land use application, coordinates comments from other departments/divisions/agencies and from the public and negotiates and resolves differences; reviews, provides decisions for administrative reviews based on analysis, recommends actions for public hearing reviews, prepares complex staff reports and findings prepares and presents findings supporting the decision to Hearing Bodies and other public forums, reviews subsequent finalized plans for compliance with Code and conditions of approval. Inspects properties proposed for development. Makes presentations at neighborhood meetings and other public forums regarding the land use review process and proposals.

Reviews and edits development planning staff reports; acts as point person to staff and others for code interpretation issues in assigned area.

Coordinates and leads the processing of complex code amendments and performs other special projects of long range or significant nature.

Transportation Section:

Develop and manage the most complex and/or specialized transportation related Capital Improvement projects including grant writing to obtain project funds, coordinating the selection of consultants, working with engineering on public involvement and ODOT issues, conducting extensive outreach activities, administering agreements and contracts with agencies, and monitoring work done by consultants and city staff, contracting agencies, and other organizations, as appropriate.

Provides expert technical review, coordinates and leads the delivery of concise transportation related comments, recommendations and determinations on complex transportation related land use applications at all stages of the development process involving interagency, interdepartmental and citizen input.

Provides expert technical review of other land use and traffic impact issues regarding long range transportation related policy development and transportation system improvements.

Comprehensive Planning Section:

Performs and coordinates major land use studies, analysis, and preparation of documents for assigned comprehensive planning activities involving multiple elements including Land Use

plans, Transportation System plans, environmental issues, public facilities and service plans and extensive public involvement. Develops specific recommendations for the drafting or revision of City policies and legislation. Ensures effective City plans meet long-range needs.

Recommends amendments to the comprehensive land use plan, ensuring conformance with State and Regional mandated land use laws and administrative rules.

Monitors legislation and formulates City position. Presents legislative testimony as necessary. Participates in negotiations with other agencies regarding assigned area; prepares policy and technical positions.

Updates and advises City staff and Council on policy issues, procedures, special and comprehensive plans, as well as regulatory ordinances related to assigned function. Receives and acts upon direction from Council regarding research and analysis of specific areas of concern.

OTHER JOB FUNCTIONS

May administer the Transit Oriented Tax Exemption Program (TOTE) involving contract development, budgeting, consultant oversight, technical review, transportation impact and transit alternatives, economic analysis, and taxation.

Resolves inquiries, complaints, or problems affecting the availability or quality of assigned functions.

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned activities.

May develop specific planning budgets as assigned and make fee recommendations.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. When conducting site inspections employees may be exposed to physical hazards around construction sites, traffic, or heavy equipment. Exposed to varying and extreme weather conditions when conducting field work.

QUALIFICATIONS:

Knowledge of:

- Comprehensive knowledge of the principles, practices, regulations, and techniques in the field of municipal land use planning.
- The City's Comprehensive Plan and related goals and objectives.
- Principles, practices, and regulations relating to assigned functional area.
- Local land planning ordinances and state statutes governing the planning, public hearing, and environmental decision making process.

- Community relations and citizen involvement strategies.
- Principals and techniques of public policy development.
- Principals and techniques of project management.
- Grant writing and grant fund administration.
- Environmental, social, economic, and other demographic factors affecting local governments.
- Advanced planning and development research methods and techniques.
- Cartography and graphic design.

Transportation Section

- Transportation engineering and design principals.
- Transportation facility planning and concept design.
- The City of Gresham Transportation System Plan.

Ability to:

- Develop comprehensive reports and plans regarding complex planning and development issues and projects.
- Develop work plans and lead small groups of peers or subordinates.
- Interpret and apply policies, laws, administrative rules and codes in planning programs and problem solving.
- Oversee and coordinate major studies and special projects.
- Compile and analyze complex data and understand and synthesize legal and technical language to develop logical recommendations.
- Effectively provide liaison and coordination between the City and other agencies.
- Communicate effectively with individuals and groups regarding complex or controversial public policy issues or regulations.
- Present ideas and policy recommendations effectively both orally and in writing including the ability to present technical information to a non-technical audience.
- Coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Manage and administer grant monies and participate in budget building and monitoring.
- Establish and maintain effective working relations with public officials, planning staff, the development community, and the public.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Master's degree in planning, geography, public administration, or related field and five years of progressively responsible professional land use planning experience.

Licenses, Certificates, and Other Requirements

Valid driver's license

AICP (American Institute of Certified Planners) preferred

Approved: 7/1/92

Revised: 10/00

Union Code: GU

FLSA Status: EX

(Class treated as non-exempt per union contract.)